



## Girls Inc. of Durham

### Student Intern Description

Updated 2017

Girls Inc. of Durham empowers girls to believe in themselves and reach their full potential. We inspire all girls to be Strong, Smart, and Bold through advocacy, education and programs. As the only all-girl agency serving Durham Region, we offer an environment that encourages girls and young women to grow, to develop confidence in themselves and to reach their full potential. The Student Interns commit to supporting and guiding girls and young mothers at a critical time in their life. These supports may include areas of career opportunities, life skills, education, health, comfort, housing and community support systems.

#### Duties/Responsibilities

- Actively engage in the day-to-day operations of the agency
- Become familiar with policies, programs and services offered
- Serve as a positive role model
- Take initiative in the development of appropriate learning contracts and learning experiences including the setting of placement goals
- Plan, prepare, facilitate and evaluate programs during internship period
- Build self-esteem and motivation
- Perform administrative and record-keeping tasks associated with the efficient operation of the various programs
- Maintain documentation as required by the agency
- Participate in related professional development activities
- Attend meetings as appropriate and where available

#### Time Commitment

- As per academic institution/program requirements
- Attend at least an initial two-hour orientation/training session and an additional two-hour training sessions once during internship period
- Attend group activities, support groups, and special events throughout the year (that may be beyond standard hours)

#### Internship Requirements

- Preference given to student interns residing in Durham Region
- Interested in working with girls and young women
- Willing to adhere to all program policies and procedures
- Willing to complete the screening process (including CRC)
- Attend orientation/training sessions as prescribed
- Willing to communicate regularly with agency supervisor, submit activity information and take constructive feedback regarding activities
- Not currently in treatment for substance abuse and have a non-addictive period of at least 2 years
- Not currently in treatment for a mental disorder or hospitalized for such in the past 2 years

## **Desirable Qualities**

- Self-Motivated
- Accountable
- Reliable
- Strong and willing listener
- Encouraging and supportive
- Patient and flexible
- Tolerant and respectful of individual differences
- Able to take initiative
- Ability to drive/possess own mode of transportation preferred

## **Benefits**

- Excellent opportunity to build upon and develop a vast variety of skills in the field of social services and child and youth work
- Personal fulfillment through contribution to community and individual
- Satisfaction in helping someone mature, progress and achieve goals
- Participation in a variety of training sessions and group activities
- Participation in a number of community committees and coalitions
- Personal ongoing support and supervision to assist in a successful internship

## **Application and Screening Process**

- Submission of resume and cover letter
- In-office interview
- Acceptance at the discretion of agency staff
- Criminal Reference check including section for Vulnerable Population
- Attendance at initial 2 hour Orientation/Training Session

For more information, contact Emma Conner, Community Development Manager, at 905 428 8111 ext: 27 and submit resume and cover letter via [econner@durham.girls-inc.org](mailto:econner@durham.girls-inc.org).